



Vacancy: Intern - KEPRO

The Kenya Extended Producer Responsibility Organization (KEPRO) is seeking to competitively fill the following position: -

Designation: Intern – KEPRO

Reporting to: Officer - KEPRO

Work Type: 6 Months Internship Contract

Location: Nairobi

Reporting Date: November 1, 2022

Job Purpose

While working closely with the KEPRO Board and Secretariat, the objective of the role is to support the execution of the strategic roadmap while implementing specific programmes and activities within the following themes:

1. Support KEPRO Annual Membership and monthly declaration initiatives via the ERP system
2. Support KEPRO recruitment, audits, membership monthly declaration of recyclers via the ERP system as well as on the ground verifications
3. Support and implementation of Impact activities and other projects resulting in the achievement of KEPRO strategic objectives
4. Implement administrative activities required to ensure KEPRO operations are effectively carried out
5. Support the various EPR councils and functional committees to achieve their objectives

Duties and Responsibilities:

Your specific duties during internship will include and not limited to the following:

1. Assist in identifying membership, recruitment, and retention of relevant stakeholders to KEPRO
2. Support with effective and efficient account management of KEPRO membership
3. Use the ERP system to oversee the membership and/or recycler membership and monthly declaration process
4. Work as a team with the KEPRO Board of Directors, the KEPRO secretariat and/or KAM, its contractors to manage daily workflow and/or projects
5. Manage reports to the various stakeholders on a routine, accurate and timely basis
6. Support in planning and execution of KEPRO activities including but not limited to impact activities, awareness raising and stakeholder forums
7. Assist with back office administrative tasks to ensure the efficient operation of KEPRO including document flow, procurement, approvals, and requests etc
8. Keep proper records for the KEPRO activities including payment records, certificates, and any correspondence
9. Participation in KEPRO related programme development/ event planning meetings and workshops
10. Providing timely and effective support secretarial duties at KEPRO meetings such as convening required meetings, take minutes, and follow up on actions arising from KEPRO Committee
11. Database Development, updating and maintenance for key contacts from different stakeholders to enhance KEPRO services and network
12. Perform any other duties as may be assigned by the KEPRO Chief Executive Officer

Background Requirements:

1. Bachelors degree in a relevant field with a background in Environmental Science
2. Project Management skills and administrative skills
3. Proficient in Microsoft Office and similar software

How to Apply:

Qualifying candidates should complete the online application form and submit their CV and Application letter only to hr@kam.co.ke indicating the words "KEPRO INTERN " on the email subject line so as to reach us **not later than September 9, 2022** Click on Link [here](#) to apply. **Only the shortlisted shall be contacted.**